

**Louisiana Department of Environmental Quality  
OES, Permit Support Services Division  
Notifications and Accreditations Section  
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**Notification of Demolition and Renovation Form (AAC-2)  
General Information and Instructions**

**1. Demolition:**

The Louisiana Air Quality Regulations (LAC 33:III.Chapter 51. Subchapter M), which can be found at <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx> requires that an inspection be conducted by a person currently accredited by the LDEQ as an asbestos inspector to determine whether asbestos is present or not. The regulations also require a 10-day written notification using an AAC-2 Form prior to all demolition activities, whether the structure contains asbestos or not. All asbestos containing material must be removed from the structure unless the material is Category 1 that is not defined as regulated and will not become Regulated Asbestos Containing Material (RACM) during the course of the demolition. RACM is defined in LAC 33:III.5151.B Definitions:

**Regulated Asbestos-Containing Material (RACM)**

- a. friable asbestos material;
- b. Category I nonfriable ACM that has become friable;
- c. Category I nonfriable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading; or
- d. Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations regulated by this Subchapter.

A notification (AAC-2 form) may be faxed to the LDEQ at the fax number above if no RACM will be involved in the demolition. Faxes are not allowed for demolitions in which RACM is involved. The Louisiana Air Quality Regulations can be found at: <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx> and the notification forms can be found at: <http://www.deq.louisiana.gov/portal/tabid/2883/Default.aspx>.

**2. Renovation**

Any inspection to determine the presence of asbestos prior to renovation must be conducted by a person currently accredited by the LDEQ as an asbestos inspector. A 10-day written notification is required prior to any renovation involving Regulated Asbestos Containing Material (RACM) by submitting a completed AAC-2 Form. Emergency notifications are required as early as possible before, but not later than the following working day. See the definition of an emergency below in Part B.3 of this guidance or in the Louisiana Air Quality Regulations (LAC 33:III.Chapter 51. Subchapter M).

**3. Negative Declaration – Demolitions Requiring No RACM**

If the structure does not contain Regulated Asbestos Containing Material, complete the Sections of the AAC-2 form for a Negative Declaration as noted by asterisks \* on the form, i.e. Sections I, II, III, IV, V (if applicable), VI, VIII, X, XVI, XVII, and XVIII. Non-RACM debris may be disposed in a Construction and Demolition (C&D) Debris landfill or at a Type 1 or 2 landfill permitted to accept such waste.

## General Information and Instructions for AAC-2 form (continued)

### **4. Demolition or Renovation involving Regulated Asbestos Containing Material (RACM)**

If the structure contains Regulated Asbestos Containing Material, complete all areas on the form. After proper notification is received, the Department issues an Asbestos Disposal Verification Form (ADVF) to provide approval to begin renovation and to ensure that the ACM removed is disposed of properly. The ADVF must be onsite during all RACM renovation or demolition activities.

The AAC-2 form must be either postmarked or hand delivered to the Department at least 10 working days prior to the scheduled dates of asbestos removal (Section IX) or 10 working days prior to the scheduled dates of demolition or renovation (Section X). The completed AAC-2 form should be submitted to the Department at the address at the top of the AAC-2 form.

**Note:** The AAC-2 form MUST be typed, properly completed with an original signature, and be accompanied by the appropriate fee. Faxed originals are unacceptable unless the structure will be demolished and NO RACM is involved. The AAC-2 Form MUST be submitted to LDEQ on the most current form approved by the Department, and can be located on the Asbestos web site at <http://www.deq.louisiana.gov/portal/tabid/2883/Default.aspx>. Modified forms will not be accepted.

### **A. Notification of Demolition and Renovation Form, AAC-2 Instructions**

1. **Box at the top of the Form: No. of ADVFs Requested** - One ADVF is required per load of Asbestos Containing Waste Material (ACWM) being transported. Exception: Residential or Commercial demolition structures financed by FEMA as part of the Hurricane projects may use the procedures noted in:

- **Addendum to ADVF Procedure for Residential ACWM**  **Sample Addendum**  (Implemented 3/29/2006; Revised 5/31/07)
- **Addendum to ADVF Procedure "ADVF 1" for Commercial ACWM** (9/27/07) 

which is located on the Demolition website at: <http://www.deq.louisiana.gov/portal/tabid/2885/Default.aspx>.

2. **Boxed Area for LDEQ Use Only:** Please leave these spaces blank: AI No, Check Voucher Electronic Transfer no, Amount Received, and Postmark Date. Note ADVF no. only when requesting a Revision to or an Additional ADVF.
3. **Note at the top of the left side of the form: Check if the Notice is an Emergency:** Emergencies are defined in LAC 33:III.5151.B Definitions:

**Emergency Demolition/Renovation Operation**—a demolition or renovation operation that was not planned but results from a sudden unexpected event that, if not immediately attended to, presents a safety or public health hazard, is necessary to protect equipment from damage, or is necessary to avoid imposing an unreasonable financial burden. This term includes operations necessitated by nonroutine failures of equipment.

4. **Check if this notification is a revision of a previous notification.** If it is a revision, please note the number of the most recent ADVF issued for the project.
5. **Check if the ADVF is Canceled,** and note the ADVF number issued by the LDEQ.

## General Information and Instructions for AAC-2 form (continued)

### Sections on the AAC-2 Form:

#### I. Type of Notification: Check the appropriate selection:

**Original:** The first notification of the particular removal activity.

**Revision:** A revision to a prior notification or ADVF received.

**Canceled:** Notification that the removal activity was canceled. The unused ADVF must be marked “Canceled” and returned to LDEQ at the address on the ADVF form.

**If the activity has not been canceled, but there were additional ADVFs not used, mark “VOID” across and return to LDEQ. Do not mark “Canceled”.**

**Additional:** Request additional ADVF(s) for a particular activity. Document the number of the original or first ADVF number issued in which the additional ADVF(s) are necessary.

**Nonscheduled Operation:** Any individual asbestos renovation and/or demolition operation necessitated solely by the need for the repair or maintenance of facility components, and involves a total of less than 1 cubic yard of RACM per operation. Check the box in Section I, if the AAC-2 is for (Annual Maintenance) than 1 cubic yard of RACM per operation. **Note the Total Volume in Section V as an estimate only. Storage bin size may be used for an estimate.**

**If the Annual ADVF was not used in the year the work was performed, and the asbestos is for disposal only, check the box noted as “Disposal Only” and note the year the work was performed.**

#### II. Type of Operation - Check the appropriate selection:

**Demo:** The wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of any facility. **Note:** Intentional burning of any facility that contains any type of asbestos is strictly prohibited.

**Reno:** Altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component that is to be returned or remain in place.

**Ordered** Demolition is ordered by a local or state government agency.

**Emergency:** A renovation that results from a sudden unexpected event. Verbal notification must be given by telephone to the LDEQ regional and main offices, immediately but no case later than 1 hour after learning of the incident, followed by a written notification to the main office within 5 working days.

**Negative Declaration:** Notification of demolition of a building that contains **no** Regulated Asbestos Containing Material (RACM) as described in LAC 33:5151.F.1.b.

#### III. Facility Description: Enter the following information for the facility where the actual activity will take place.

**Facility Name:** Legal name of the facility.

**Project Designer:** LDEQ Accreditation no. of the Project Designer is required **only for schools and state buildings**. Leave blank if the facility is not used as a school or state building.

**Physical Address:** The physical address where the activity will take place. Specific directions to the site, should the address prove inadequate. (i.e. Two miles past Highway X on the right.) Include the city, state, zip code and parish where the facility is located. No P.O. Box Numbers are accepted.

## General Information and Instructions for AAC-2 form (continued)

**Site Location:** Building name or number, equipment or component name (i.e. Bldg 2-A, Boiler 1).

**Telephone No:** Telephone no. of the facility where the asbestos activity will take place.

**Building Size:** Estimate in square meters or square feet.

**No. of Floors:** Enter the no. of floors including the basement or ground level floors.

**Age in Years:** The approximate age of the facility.

**Present Use/** Describe the primary use of the facility, present and prior.

**Prior Use:**

### IV. Is Asbestos Present? Circle the appropriate selection: **Yes** or **No**.

If the activity is a **Demolition**, include:

Inspection Date (MM/DD/YY) Month/Day/Year;

Inspectors Name;

LDEQ Inspector Accreditation number; and

Procedure used to identify the asbestos material, including analytical method.

(“Assumed” or “Known” to be asbestos containing is acceptable.)

If the material is “known” or “assumed” to be asbestos and the inspection information is not known, check that box in lieu of the inspection information.

### V. Approximate Amount of Asbestos, including:

**Check if removal times will be during:**

Business Hours, After Hours, Weekend, or Holidays.

**RACM to be Removed:**

Describe the RACM, and Category I or II to be removed. Describe the material, i.e. thermal system insulation (TSI), ceiling, transite siding, vinyl asbestos tile (VAT), etc.

**Unit of Measurement:**

For Pipes, note linear footage; and for Surface Material, note square footage.

The “Total Volume of RACM” in **cubic yards** is **mandatory**. Note the total amount of asbestos containing waste material in cubic yards for the entire project.

**Non-Regulated ACM Not to Be Removed During Demolition:**

**Enter information on any ACM left in the building during demolition. Note: Only Category I ACM that is in good condition, and will remain in good condition by the forces expected to act upon the material during demolition, may remain in the structure prior to demolition. For a definition of Category I and/or Category II non-friable Asbestos Containing Material, see the Louisiana Air Quality regulations, LAC 33:III.Chapter 51. Subchapter M at <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx>.**

### VI. Facility Information:

Enter the Name of the legal owner of the site in which the asbestos removal, renovation, or demolition activity will take place; the name, telephone no, fax no. and email address of the contact person; and the owner’s mailing address, including city, state, and zip code.

### VII. Asbestos Removal Contractor Information:

Enter the licensed asbestos removal contractor’s name; the licensed asbestos removal contractor’s license number issued by the La. State Licensing Board for Contractors; and the name, LDEQ accreditation no, and expiration date of the Supervisor/ Contractor in charge of the project.

## **General Information and Instructions for AAC-2 form (continued)**

Enter the licensed asbestos removal contractor's mailing address, including city, state, and zip code; a contact name, and telephone, fax number, and email address for the contact person.

### **VIII. Other Operator/Demolition Contractor:**

If another operator/ contractor is handling demolition activities (whether the structure contains asbestos or not), such as a general contractor, or any other person who leases, controls or supervises the site activity, enter the operator or contractor's mailing address, including city, state, and zip code; a contact name, telephone no. and email address.

### **IX. Scheduled Dates of Asbestos Removal:**

Enter the dates (Month/Day/Year) for asbestos removal work. Asbestos removal work includes any activity which dislodges or disturbs asbestos materials, including site preparation.

### **X. Scheduled Dates of Demolition/Renovation:**

Enter the dates for beginning and ending the demolition or renovation activity. For renovations, Sections IX and X may be (and usually are) the same.

### **XI. Solid Waste Transporter for RACM to the Landfill:**

Enter the name, address, contact person, Solid Waste (SW) Transporter no, and telephone no. of the company responsible for transporting the asbestos waste from the removal site to the waste disposal site. Please contact **Suzanne Bordelon** of the LDEQ Permit Support Services Division, Notifications and Accreditations Section at 225-219-3253 to apply for a SW transporter number.

### **XII. Solid Waste Transporter for RACM to a Designated Site:**

Enter the name, address, contact person, Solid Waste Transporter no, telephone no. of the company responsible for transporting the asbestos waste from the removal site to a designated area prior to transporting to the asbestos waste disposal site. Please contact Suzanne Bordelon of the LDEQ Permit Support Services Division, Notifications and Accreditations Section at 225-219-3253 to apply for a Solid Waste transporter number.

### **XIII. Asbestos Waste Disposal Site for RACM:**

Identify the asbestos waste disposal site, including the complete name, location, telephone number, and contact person of the facility. The disposal site must be permitted by the LDEQ, Waste Division and recognized by the LDEQ, Permit Support Services Division. A listing of approved sites can be found at <http://www.deq.louisiana.gov/portal/tabid/2883/Default.aspx> under the heading, [Louisiana Recognized Asbestos Landfills](#).

### **XIV. Government Ordered Demolition Information:**

Provide the name of the responsible official, title and agency, authority under which the order was issued, the dates of the order and the dates the ordered demolition will begin. Attach a copy of the Government Order to the AAC-2 form.

### **XV. Emergency Renovation Information:**

Provide the date and time of the emergency, a description of the sudden unexpected event; and a description of unsafe conditions, equipment damage, or financial burden resulting from the event. The information should be detailed enough for DEQ to evaluate whether a renovation falls within the emergency exception.

## General Information and Instructions for AAC-2 form (continued)

The Louisiana Air Quality regulations note emergencies as:

- 1- a sudden, unexpected event that necessitated the renovation;
- 2- an unsafe condition, or condition that would cause equipment damage; or
- 3- an unreasonable financial burden.

**Louisiana Air Quality regulations:** <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx>

For emergencies, verbal telephone notification must be made immediately, but in no case later than one hour after learning of the incident. If additional space is needed, write the information on a separate sheet of paper and attach it to the AAC-2 form. The Department will determine whether the project is a true emergency, and will enforce the ten (10) day notification period if the project is not deemed an emergency.

**XVI. Description of Planned non-RACM Demolition or RACM Renovation Work, and Method(s) to be Used:** Describe the demolition or renovation techniques to be used, and the areas and types of facility components that will be affected. (eg. Adequately wet material, use leak-tight bags, etc.)

**XVII. Certification of an Asbestos Renovation or Demolition Activity:**

If the activity involves Regulated ACM, read and certify by signature if the statement is accurate.

**XVIII. Certification of a Negative Declaration:**

This statement certifies that **no** Regulated Asbestos Containing Material will remain in the structure prior to demolition. Please read and certify by signature if the statement is accurate.

**Note:** All blanks on the AAC-2 form that are non-applicable must be completed with "NA". Please do not leave any blanks empty. If there are any blanks left empty; the processing of the AAC-2 will be delayed until the required information is submitted to the department.